

## **Appendix 3-A. Clearance Process for Third-Party Press Releases**

Press releases from AHRQ require clearance from the U.S. Department of Health and Human Services (HHS) Assistant Secretary for Public Affairs (ASPA). In addition, press releases issued by AHRQ grantees and contractors must follow a “third party” clearance process as outlined by HHS and coordinated through the Office of Communications (OC).

### **Third-Party Press Releases**

If the grantee, contractor, or partner wants to create its own “third-party” press release, AHRQ program staff and OC staff, including a member of the Media Division, must establish the guidelines under which this can occur. At a minimum:

- The press release must acknowledge AHRQ’s role.
- AHRQ must review and approve the press release; in particular, editing for any mention of funding or findings.
- The press release must go through ASPA clearance if it includes a quote from a Federal spokesperson. OC Media Division staff will send the press release to ASPA for clearance.
- The third-party press release must not be issued prior to any AHRQ press release.